UNITED NATIONS **ST**

Secretariat

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25 November 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1997 will be Thursday, 25 December. For New Year's Day, it will be Thursday, 1 January 1998. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 22 and 31 December 1997.

2. The United Nations Headquarters buildings will be closed to the public on 25 December 1997 and 1 January 1998. Furthermore, guided tours will be operated on an abbreviated schedule, from 9.30 a.m. until 3 p.m., on 24 and 31 December 1997. In addition, guided tours will be suspended on weekends in January and February 1998.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of the Assistant Secretary-General for Central Support Services. Parties will be authorized for 19, 22 and 23 December and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Central Support Services, room S-2127A, not later than 10 December 1997, indicating:

(a) Department, office or organization holding the party;

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* Expiration date of the present information circular: 1 March 1998.

(b) Date and hours of the party;

(c) Proposed location of the party;

(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Central Support Services, if services for movers, electricians, audio technicians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	35
Electricians	93
Audio technicians	60

6. Requests for these services should be made to the Special Services Section, at extension 3.2214. Requests for catering services for parties should be made in writing to the Banquet Director, Restaurant Associates, room S-414, extension 3.7098 or 3.7099, with a copy to the Chief, Commercial Activities Service, room DC2-0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.